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25 October 1954

MEMORANDUM FOR: Chief, Joint ~~Subsidiary~~ Plans Division
Joint Chiefs of Staff

SUBJECT: Procedure for Nominating Candidates for
Project USEFUL

REFERENCES:

- a. Memo dtd 17 Aug 1954 from C/PPC to C/JEPD, subject, "CIA Orientation Course for Military Personnel"
- b. SPDM-216-54, dtd 10 Jun 1954, Memo to DDP/CIA, Attn: Chief, PM Staff, same subject

1. The special CIA Orientation Course for military personnel of the Joint Subsidiary Plans Division, subject of referenced correspondence, has been given the code name, "Project USEFUL". The course will begin on Monday, 6 December 1954.

2. To facilitate the enrollment of military personnel designated by the Chief, Joint Subsidiary Plans Division, as candidates for Project USEFUL, it is requested that the following procedure be observed:

a. Requests for enrollment in Project USEFUL will be prepared in five copies for each candidate, using the attached format as a guide.

b. Each enrollment requested will be accompanied by two photographs of the subject officer, size 1½" by 2", in order that appropriate security passes may be prepared for entrance and exit from Agency buildings.

c. Enrollment requests should be forwarded so that they may be received by the Director of Training on 10 November 1954.

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3. At the completion of processing, your office will be notified as to the time and place of reporting, and the individual to whom Project USEFUL candidates will report.

/s/

MATTHEW BAIRD
Director of Training

Attachment
Enrollment Formset

OIR/PRS/LES:mjf (13 Oct 54)

Distribution:

Orig. and 1 - Addressee

- 1 - JETP
- 1 - C/P
- 1 - Mr.
- 1 - SO/OIR
- 1 - DIR & DEIR
- 1 - PRS/OIR

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C O P Y

SUBJECT: Request for Enrollment of _____ in Project USEFUL

1. _____
NAME (IN FULL) RANK & SERVICE SERIAL NUMBER
2. _____
DATE OF BIRTH PLACE OF BIRTH
3. PRESENT MILITARY ASSIGNMENT:
4. This Officer, by virtue of his present or projected duty assignment, has a need to receive the instruction offered in Project USEFUL.
5. The security clearance status of subject officer authorizes him to have access to information and materials classified as TOP SECRET.

Chief, Joint Subsidiary Plans Division
Joint Chiefs of Staff

Attachments:

2 photographs of officer
(1½" x 2")

C O P Y